



Media Project Request Form

Please note:

- *Please allow up to 3 weeks for completion of any project.*
- *All project requests are subject to pastoral approval.*

CONTACT INFO

Contact Name:

Contact Email:

Contact Phone:

Department

PROJECT INFO

Event / Ministry Name:

<p>Date of Event <i>If applicable.</i></p> <input type="text"/>	<p>Event Start Time: <i>If applicable.</i></p> <input type="text"/>	<p>Event End Time: <i>If applicable.</i></p> <input type="text"/>
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Location of Event / Ministry

Website of Event / Ministry

For more information - if applicable.

What is the purpose of this media project?

Be as detailed as possible.

GRAPHICS / MEDIA INFO

*Please note: for us to post media on our website that is created by someone else, we will need permission by the author or seller to do so.

Do you need digital graphics?

Yes No

If yes...

What distribution platforms will be used?

Select all that apply.

Social Media Website In-Service Screens/Projectors

Other: _____

What Social Media platforms will be utilized?

If applicable.

Facebook Banner/Cover Image Twitter Instagram

Do you need printed graphics?

Yes No

If yes...

What print sizes do you need?

Select all that apply.

Postcard Business Card Flyer - 5x7 Flyer - 8x10 Booklet - Up to 4 Pages

Banner - Large Table Signage

Printing materials in house or outsource?

In-House Outsource

If In-House...

Please note the following:

- Each Department is responsible for printing their own materials
- We are not equipped to print Large Banners or Business Cards.

If Outsource...

Which company are we using?

Graphics/Project Verbiage

What information do you want to include on this graphic?

Is there additional information we need to know about this website change?

Let us know here: media@icathedral.org and reference this form.

Usage Policies:

1. Please allow up to 3 weeks for project completion.
2. Requests for Media Projects will be approved at the discretion of the Lead Pastors, pastoral staff, department heads, and/or the Media Department.
3. Volume of requests may affect the completion date and/or the approval of this Media Project Request.

I have read and agree to all the usage policies.

Yes, I agree to all usage policies

Signature	Printed Name	Date Completed

Office Use Only:

Approved by:

Signature	Printed Name/Title	Date Approved